

## Attachment B

### Justification Outline:

This Justification Outline is most generally used for Extra Effort, Spot or Suggestion awards since Performance documentation is usually accomplished on the Performance forms (i.e., AD-435A, AD-435B, and AD-435.)

A. The following is a step-by-step outline that describes the sections and verbiage to justify an award:

During the period of time (**i.e. 10/1 through 09/30 for performance awards; short time frame for specific accomplishment award, etc**), (**insert name of single individual for performance or individual award and each member of the group for a group award**), (**explain accomplishment that warrants an award nomination**).

B. This accomplishment exceeded expectations as identified in the current position description by (**describe at least one of the following**):

- (1) How accomplishment improved quality;
- (2) How accomplishment contributed to the timely completion of a project;
- (3) How accomplishment increased productivity;
- (4) How adverse obstacles or working under unusual circumstances were overcome;
- (5) How unusual creativity was used to accomplish something;
- (6) How accomplishment saved the Government time and/or money;
- (7) How accomplishment increased program effectiveness.

C. As a result (**describe the outcome and/or impact of the accomplishment**):

- (1) Describe how the project was accepted
- (2) Explain the savings in time, money, and/or material
- (3) Explain the efficiency(ies) gained;
- (4) Described how effectiveness of the accomplishment
- (5) Describe the technological advancement;
- (6) Detail the productivity increase(s);
- (7) Describe how the accomplishment improved the levels of cooperation.

D. Therefore, we (I) propose an award of (dollar amount or hours). The award is based on the (measurable/non-measurable benefits) scale and the (expected savings/contribution level) is (give dollar amount or level of contribution).